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MEMORANDUM FOR: Director of Communications
Director of Logistics
Chief, Medical Staff
Chief, Technical Services Staff

SUBJECT: Procurement Planning for the Balance of FY 1960

1. The Office of the Comptroller has been striving for several years to improve the systems and procedures which provide funds for Agency stock procurement and thereby avoid the annual struggle for additional financing at each year-end. I feel that sufficient progress has been made that, with the cooperation of the technically cognizant offices, the Office of Logistics, and the operating offices, we shall avoid the necessity for seeking additional funds at the end of this fiscal year.

2. As of 29 February 1960, [REDACTED] has been earmarked to finance stock account procurement in fiscal year 1960. Also, as of the end of February, the Office of Logistics had placed in process requisitions totaling [REDACTED]. It would appear, therefore, that adequate funds are available for this fiscal year.

3. We cannot anticipate completely the exact amount required for each of the Communications, Medical, TSS, and General procurement accounts during the balance of the year. Past experience, however, and the amounts encountered to date indicate the following probable levels for the year:

Communications	[REDACTED]
General	[REDACTED]
TSS	[REDACTED]
Medical	[REDACTED]
Total	[REDACTED]

It is emphasized that these amounts may vary, and you should notify the Budget Division whenever you become aware of factors which will appreciably affect either the individual amounts, or the total.

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4. In view of the above, I see no reason for any funding crisis or appeal for additional funds in Fiscal Year 1960. I would appreciate your comments if you have reason to differ with this view.

5. The figures contained in this memorandum are for information and planning purposes only -- the actual fund authorities are the approved allotments for the individual stock accounts. Allotments for procurement will continue to be adjusted within the total referred to above as the need for adjustment is demonstrated by the Budget Division's analysis of obligation, shipment and cost reports.

H. J. SAUNDERS
Comptroller

BD/COMP/CEM/SMR/am1 (24 Mar 1960)

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